CHAPTER 11
TRAINING DATA RETRIEVAL SYSTEM (TDRS) COMPUTER UNIT
LESSON PLAN 11

METHOD:

Conference, demonstration, and practical exercise

TIME ALLOTTED:

1.0 hour

COURSE PRESENTED TO:

a. Instructors
b. Unit NCOs
c. TAVSC personnel

TOOLS, EQUIPMENT, AND MATERIALS:

See Appendix A

PERSONNEL:

a. Primary instructor
b. Assistant instructor

INSTRUCTIONAL AIDS:

a. TDRS computer unit
b. Overhead projector
c. Viewgraphs

REFERENCES:

a. TM 9-6920-711-12&P-1
b. Computer operator's manual
c. Windows® user's guide (supplied with computer)

APPENDICES:

Appendix A. Tools, Equipment, and Materials
Appendix B. Viewgraphs

11-1. INTRODUCTION. (5 minutes)

Note. Show Slide 1.

a. **Reason.** The Training Data Retrieval System (TDRS) computer unit enables the instructor to set up, control, and evaluate training exercises. The instructor must be able to inspect, start, and operate the TDRS computer unit and software.

Note. Show Slide 2.

b. **Training Objective.** In a classroom environment, given a TDRS computer unit, computer operator's manual, and TM 9-6920-711-12&P-1, you will demonstrate the following tasks:

(1) Perform PMCS.
(2) Conduct computer startup procedures.
(3) Operate Windows® controls and indicators.
(4) Start AAR software.

c. **Procedures.** During this block of instruction, we will discuss operation and preventive maintenance of the TDRS computer unit. Instruction will also be provided for start up, controls and indicators, and safeguarding of AAR software and training data.

11-2. CONFERENCE/DEMONSTRATION/PRACTICAL EXERCISE. (40 minutes)

a. **General PMCS Procedures.**

(1) If any deficiencies are discovered during visual inspection, ensure you:

(a) Tag the component with the problem discovered in accordance with instructions in TM 4700-15/1.
(b) Report failure in accordance with instructions in TM 4700-15/1.
(c) Return component to Training Audio Visual Support Center (TAVSC).

(2) There could be several types of TDRS computer units used. Adapt PMCS accordingly. Consult the computer operator's manual for additional information.

Note. Show Slide 3.

b. **General Inspection Checks.** Perform the following general inspection checks on the TDRS computer unit.

(1) Inspect computer storage case for damage.
(2) Inspect computer casing for damage.

(3) Inspect connectors for damage.
(4) Inspect disk drive and TDRS memory card slot for damage.
(5) Inspect power cable for damage.
(6) Open computer and inspect screen for damage and dirt.
(7) Check keyboard for damage and key operation.
(8) Check computer mouse or trackpad for damage.

Note. Consult the computer operator's manual for startup procedures.

(9) Start the computer and verify that no error messages appear.

Note. Procedures used to start Windows® may vary between computers. See Windows® user's guide for proper procedures.

(10) Start Windows® and verify that the computer mouse is operational.

Note. Consult the computer operator's manual for proper charging procedures. Procedures may vary between computers.

(11) Prior to the start of the training exercise, ensure that the internal battery is charged.

Note. Show Slide 4.

c. **Controls and Indicators.**

Note. Consult the computer operator's manual for detailed information.

(1) Describe position and function of the following controls:

(a) Power switch
(b) 3.5 in. disk drive
(c) TDRS memory card slot
(d) Printer port
(e) Mouse or trackpad
(f) Battery capacity/power saving modes
(g) Hibernation capability

Notes. 1. Consult the computer operator's manual for proper startup procedures.
2. Show Slide 5.

11-2. CONFERENCE/DEMONSTRATION/PRACTICAL EXERCISE (Con't).

d. **TDRS Computer Unit Startup Procedures.**

(1) **Power.** Place power switch in ON position. The computer will boot and a self-test is performed.
(2) **Windows®.** Start Windows® IAW procedures outlined in the user's guide.

Note. Windows® may start differently on computers. Some computers may go directly into the program, while others may require that Windows® be initiated at the DOS prompt as follows:

C:\>WIN

Notes. 1. Ensure that each computer has TWGSS/PGS AAR icon available.
2. Arrangement of the Windows® desktop and icons may vary between computers.

e. **Windows® Terminology and Controls and Indicators.**

Note. Show Slide 6.

(1) **Icon**. An icon is a graphic image representing a file or program. Double click on the icon with the computer mouse to open the program or file.

Note. Show Slide 7.

(2) **Window**. Most windows have common elements such as a title bar and menu bar; however, not all windows have every element.

(a) The *control menu box* is located in the upper left hand corner of each window. Click on the control menu to move, size, or close a window.
(b) The *title bar* displays the name of the application, document, group, directory, or file. If more than one window is open, the title bar for the *active* window has a color or intensity different from that of the other title bars.
(c) The *menu bar* contains available menus from which commands may be chosen.
(d) The *scroll bars* enable you to move through a document or list when the document or list does not fit in the window or the allotted space. Click on the *scroll arrows* with the mouse to move through the document or list one line at a time.
(e) Clicking on the *maximize button* with the mouse enlarges the active window so that it fills the entire desktop. Clicking on the *minimize button* reduces the window to an icon. The *maximize* and *minimize* commands on the control menu may also be used.

(f) The *restore button* replaces the *maximize button* after you enlarge a window. Click on the restore button to return the window to its previous size. The restore command on the control menu may also be used.

(g) A *mouse pointer* appears if you have a mouse installed. When you move the mouse, the position of the pointer changes on the screen.

Note. Show Slide 8.

(3) **Menu**. Commands are listed in *menus*. Most applications have menus which are listed along the top of the application window in the menu bar.

Note. Show Slide 9.

(4) **Drop down list box.** The *drop down list box* appears initially as a rectangular box displaying the current selection. Click on the down arrow in the square box to the right and a list of available options appear. If more options are available than can fit in the box, use the scroll bars to move through the list. To open a drop down box and select an item using a mouse, click on the down arrow in the square box to the right and click on the up or down scroll arrow until the desired item is displayed. Click on the item to select.

Note. Show Slide 10.

(5) **Command Buttons**. The *command button* is used to initiate an action such as carrying out or canceling a command. The *OK*, *Cancel*, and *Help* buttons are common command buttons and are often located along the right side of the dialog box.

(6) **Checkbox**. A *checkbox* presents user options from which you may select as many options as desired. When a checkbox is selected, it contains an X. Names of unavailable options appear dimmed.

(7) **Option button**. An *option button* represents a group of exclusive options from which you can select only one at a time. If an option has previously been selected, it will be replaced by the newly selected option. The selected option button contains a black dot and names of unavailable options appear dimmed.

(8) **Text box.** Information is typed into a *text box*. When you place your cursor in an empty text box, an *insertion point* (flashing vertical bar) appears. Typed text starts at the insertion point.

Note. Show Slide 11.

(9) **Dialog box**. A *dialog box* appears when additional information is required to complete a task. Most dialog boxes contain selectable options. After an option has been selected, a command button must be selected to carry out the command. Some dialog boxes may display information, warnings, or messages indicating why a requested task cannot be accomplished.

11-2. CONFERENCE/DEMONSTRATION/PRACTICAL EXERCISE (Con't).

Note. Have students start AAR software.

f. **AAR Program.**

Note. Operation of EXCEL® will not be taught in these classes. Only commands relevant to transferring data will be addressed.

(1) **EXCEL®.** EXCEL® is used for data storage and evaluation. Once loaded, EXCEL® can be used to sort, compare, and evaluate the different types of training exercise data (i.e. crews, yearly unit training, etc.).
(2) **AAR program.** Double click on the AAR program icon with the computer mouse.

11-3. FINAL REVIEW. (5 minutes)

a. **Student Questions.**

Note. Show Slide 12.

b. **Summary of Main Teaching Points.**

(1) Performance of PMCS
(2) Computer startup and software presentation
(3) Windows® controls and indicators
(4) AAR software startup

Note. Show Slide 13.

c. **Closing Statement.** This block of instruction has prepared you to properly inspect, operate, and make practical use of the TDRS computer unit. The knowledge gained in this lesson will provide the foundation for future TDRS/AAR lessons presented in this training course.

APPENDIX A
TO LESSON PLAN 11

TRAINING DATA RETRIEVAL SYSTEM (TDRS) COMPUTER UNIT

TOOLS, EQUIPMENT AND MATERIALS

Listed equipment is one per student, except as noted.

1. TDRS computer unit (one per two students)
2. TDRS memory card (one per two students)
3. TM 9-6920-711-12&P-1

APPENDIX B
TO LESSON PLAN 11

TRAINING DATA RETRIEVAL SYSTEM (TDRS) COMPUTER UNIT

VIEWGRAPHS